



## **MEPI Student Leaders Program**

### **Alumni Follow-On Grant Application**

---

#### **PROGRAM BACKGROUND**

Since 2003, the U.S. Department of State's Middle East Partnership Initiative (MEPI) has sponsored a series of specially designed, high-level training Institutes for outstanding student leaders from the countries of the North African and Middle Eastern region.

The MEPI Student Leaders Program provides a unique opportunity for participants to develop their leadership and civic engagement skills, with a specific emphasis on applying those skills in their home communities and countries to affect change. Additionally, the program enable the participants to learn about and discuss values, issues, and institutions that have played important roles throughout the history of the United States.

Upon completion of the program, alumni are offered a unique opportunity of support for their follow-on projects and initiatives through MEPI's follow-on grant program. This is the Alumni Follow-On Grant Application for that program.

#### **MISSION**

##### **U.S.–Middle East Partnership Initiative (MEPI):**

MEPI is a Presidential initiative to promote democracy and reform in the Middle East and North Africa through diplomatic efforts and through results-oriented programs, both regional and specific to individual countries. Reform is of strategic, long-term importance to the national security interests of the United States and to the U.S. goal of ensuring that the people of the region experience the benefits that come with more open economies, greater educational opportunities, and political freedom. A key element of MEPI is creating links and partnerships with Arab, U.S., and global civil society, governments, and private sector businesses to jointly achieve genuine and lasting reforms at the local level.

Under the direction of MEPI in the Bureau of Near Eastern Affairs at the U.S. Department of State—and in coordination with partners in the region—MEPI is funding programs that help put in place the building blocks for democratic change. MEPI has set in motion more than 350 programs in 15 countries of the Middle East and in the Palestinian territories. Our partners include local and international non-governmental organizations, businesses, universities, international institutions, and in some cases, the governments of the region. To date, the U.S. Congress has committed almost \$400 million to MEPI over five fiscal years. MEPI's funding is in addition to the bilateral economic assistance the United States provides annually to the Middle East.

## **U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA):**

The Bureau of Educational and Cultural Affairs fosters mutual understanding between the United States and other countries through international educational and training programs. The bureau does so by promoting personal, professional, and institutional ties between private citizens and organizations in the United States and abroad, as well as by presenting the diverse history, society, art and culture of the United States to overseas audiences.

### **ALUMNI FOLLOW-ON GRANT PROGRAM MISSION**

The MEPI Student Leaders Program Alumni Follow-On Grant Program was created to support alumni to further develop your leadership and problem-solving skills by applying these skills in your home communities and countries to affect change. The program provides limited financial support (up to \$4,000) in the form of small grants to alumni, who seek to implement programs in their own communities that further democratic values and address community needs.

The grant program endeavors to support alumni as they establish themselves as leaders in the community. By devising and implementing their own projects, alumni have the opportunity to structure their initiatives to best serve their own local communities, their countries, or the region. The grant program's flexibility allows alumni to address the most diverse array of issues, from political and social engagement to civic involvement to freedom of the press, and many more that support MEPI objectives. For a detailed list of MEPI objectives, please refer to the "goals" section of [mepi.state.gov](http://mepi.state.gov). This website also lists examples of current MEPI programs in the Middle East and North Africa.

### **SUBMITTING YOUR APPLICATION**

Applications must include:

- **Proposal Narrative:** The application narrative must be typed in English and not exceed five pages with no more than 5 pages of appendices attached.
- **Budget and Budget Justification:** Needs to include local currencies converted into U.S. dollars. See sample attached. This is in addition to the five page limit.
- **Signature Page** must be signed and faxed (or signed and scanned and emailed).

Submit applications by email to [mmendoza@amideast.org](mailto:mmendoza@amideast.org) or by fax to +202-776-7063 **no later than** May 18, 2007. Please make sure to include the application and the attachments.

Applicants will typically be notified of decision within eight (8) weeks of the application deadline.

## ELIGIBILITY

In order to be eligible for a MEPI Student Leaders Program Alumni Follow-On Grant, you must:

- Have attended a MEPI Student Leaders Program as a student participant during or since 2005.
- Be living in a MEPI country or region.
- Design your project to be implemented in a MEPI country or region.
- Complete the application in its entirety.

## SELECTION

MEPI Student Leaders Program Alumni Follow-On Grant Applications are reviewed and decisions are issued collectively by a panel from MEPI and ECA. Applications are judged on the effectiveness of the proposed program in furthering the objectives of the MEPI Student Leaders Program, with emphasis on their relevance to program goals, as well as creativity, feasibility, execution strategy, attention to detail, thoroughness, cost-effectiveness, potential for return on investment, and on the impact on and value to the applicant's community.

## REPORTING

You will be required to provide final narrative and financial reports on the funded activity, which must be submitted within 30 days of the project conclusion. These reports must chronicle progress in achieving the project objectives and obstacles incurred and the impact of your project on the intended community. You will also provide a break-down of expenditures actually incurred. The final reports should be submitted electronically to [mmendoza@amideast.org](mailto:mmendoza@amideast.org). MEPI would also like a short summary with any available digital pictures to post on its website, [mepi.state.gov](http://mepi.state.gov), when appropriate.

## ACKNOWLEDGEMENT

All products and services developed or produced as a result of an approved grant must clearly acknowledge support received from the U.S. Middle East Partnership Initiative. Similarly, all related written materials, statements, press, media releases, or events must acknowledge support received from the U.S. Government. *If you feel the MEPI logo may be detrimental to your project, you may request a waiver.*



## MEPI Student Leaders Program Alumni Follow-On Grant Application

---

### I. APPLICANT INFORMATION

1. Name of applicant (family name first): \_\_\_\_\_  
Name of organization (if submitting as an organization): \_\_\_\_\_
2. I am an alumnus/alumna of the MEPI Student Leaders Program:  
Host university: \_\_\_\_\_ Year: \_\_\_\_\_
3. Citizenship: \_\_\_\_\_ Current country of residence: \_\_\_\_\_

### II. PROJECT OVERVIEW

1. Amount of funding requested: \_\_\_\_\_
2. Title of project: \_\_\_\_\_
3. Brief description of project (20 words or less): \_\_\_\_\_  
\_\_\_\_\_

4. Will any other MEPI Student Leaders Program alumni be involved in the organization or Implementation of this grant project? If so, provide name(s), year(s) of participation and host university or universities:

<u>Name (Last, First, Middle)</u>	<u>University</u>	<u>Year</u>
-----------------------------------	-------------------	-------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Country, city or region where your project will be implemented: \_\_\_\_\_
6. MEPI office or U.S. Embassy closest to your administrative location: \_\_\_\_\_
7. Contact address (apartment, building, street, city, postal code): \_\_\_\_\_  
\_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

Telephone / Fax: \_\_\_\_\_

### III. PROJECT PROPOSAL

Please attach a detailed, specific project proposal to this application. Your proposal should be no more than 6 pages total, including timetable, budget, and budget justification. Your project proposal should address, but not be limited to, the following areas:

- What issue will your project address?
- Why is this issue important to your community?
- What are your program objectives? How do your objectives address the issue?
- What do you see as the impact that your project will have in your community? How will it affect change?
- What are your performance goals and benchmarks and how will you determine success and impact?
- How does your project further the MEPI Student Leaders Program objectives?
- How will you implement your project? What staff, materials and other resources will you need to complete the project, and how will you secure them?
- Will you work with another organization or will another organization/institution provide financial or in-kind assistance?
- How will you raise awareness for your project?
- How will you involve the community?
- What challenges and setbacks might your project face, and how will you overcome them?
- How will your project encourage others to further your cause?
- Will your project be sustainable after the initial grant period?

#### IV. TIMETABLE

Please attach a detailed timetable to this application. (An example timetable is provided below for your reference.)

##### EXAMPLE TIMETABLE:

*(This represents an example of a series of leadership training workshops as a grant project.)*

Date	Session Title (3 Hours Per Session)	Aims/Objectives	How will this be achieved?
15 OCT	Communication Skills	Enhance the communication skills of the participants. Introduce the concept of Situational Leadership—a crucial characteristic of a successful leader. Also, this will be an ice-breaking session so that the group will get to know each other.	Serina and I will facilitate this session. Video will be shown and interactive games will be played to introduce teamwork skills, situational leadership and ice-breaking.
22 OCT	Economic & Trade Development in Jordan	Introduction of basic economic terms; e.g.: GDP, Macroeconomics...etc. Also, introduction of the status of Trade and Economy of Jordan.	A speaker will be hosted from the Euro-Jordanian action for the Development of Enterprise (EJADA). EJADA is a joint European Union-Jordan initiative.
29 OCT	Discovering Entrepreneurship	Introduce the steps on how to establish your own business; from legal issues and registration to advertising your company.	A speaker will be hosted from the Jordan-United States Business Partnership. JUSBP is an economic development funded by USAID which provides financial assistance to Jordanian SMEs.
12 NOV	Business Incubators: A Site Visit	Introduce the participants to "cheap" ways to get an office and start doing a business!	A site visit to the ICT business incubators at the Higher Council for Science and Technology and a meeting with a young female entrepreneur, Eng. Hala Katkhoda.
19 NOV	Futuristic Studies	Teach the participants to plan for their future and think about future—a crucial characteristic of a successful leader.	Serina and I will carry out this session by presenting a Power Point Presentation on "Why Futuristic Studies is Important?" and then doing a group work activity on analyzing the future of a certain problem or issue in Jordan.
26 NOV	Project Management	Introduce proper techniques on how to develop a project, so that the participants can apply the skills in a business project or even in planning how to study!	A speaker will be hosted from United States Agency for International Development (USAID).
3 DEC	Women Leadership and Entrepreneurship	Examine how women achieve Economic Development in areas outside the capital Amman.	A site visit will be planned to Iraq Al-Amir Women Cooperative Society. It will also include a visit to their Weaving Workshop, Paper-Making Workshop and the Ceramic Production Center.

## V. BUDGET / COST-SHARE AND IN-KIND CONTRIBUTIONS

Total amount requested from the MEPI Student Leaders Program: \$ \_\_\_\_\_

Total cost-share and in-kind contributions (not required): \$ \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

Please attach a detailed budget to this application. Please list all items in your local currency and in U.S. dollars, and provide an itemized list under each category. Cost-share and in-kind contributions must be accompanied by official letters of support from contributors. (An example budget is provided below for your reference.)

### EXAMPLE BUDGET:

Expenses	Qty	Item Cost (local)	Item Cost (USD)	Total Costs (USD)	Cost-sharing (USD)	TOTAL
<b>Space &amp; equipment rentals:</b>						
Classrooms rental	2 rooms	624	200	400	--	400
LCD projector rental	6 weeks	1560	500	500	250	750
<b>Professional services costs:</b>						
Speaker honorariums	8 speakers	312	100	800	--	800
Speaker travel	3 speakers	312	100	300	150	450
<b>Supplies:</b>						
Textbooks	25 books	32	10	250	450	700
Photocopies of articles	800 copies	3	0.09	72	--	72
Stationary	50 notebooks	7	2.20	110	50	160
<b>Travel:</b>						
Field trips	4 trips	240	75	300	150	450
<b>Printing and publications:</b>						
Program website	1 site host	384	120	120	200	320
Program newsletter	4 issues	78	25	100	100	200
<b>Other:</b>						
Completion certificates	25	10	3	75	25	100
<b>Total costs of the action</b>				<b>3,027</b>	<b>1,375</b>	<b>4,402</b>

### EXAMPLES OF ELIGIBLE AND INELIGIBLE FUNDING REQUESTS:

#### Eligible:

- Travel and lodging costs (under certain conditions).
- Equipment and facilities rental.
- Purchase of books and materials (to be used for purposes of an approved project only, *not* for personal collections).

#### Ineligible:

- Your time (Follow-On Grants cannot pay wages or salary to the grantee).
- Equipment purchases (computers, photocopiers, etc).

## VI. BUDGET JUSTIFICATION

Please attach a detailed budget justification to this application, justifying each cost in your budget. The budget justification should be a narrative that describes how the categorical costs are derived. The budget and narrative justification should explain how the requests are reasonable in relation to the proposed activities and anticipated results and the plan for services. Please explain your calculations methods, and the quantities and unit costs cited in your budget. (An example budget justification is provided below for your reference.)

### EXAMPLE BUDGET JUSTIFICATION:

Expenses	
<b>Space &amp; equipment rentals:</b>	
Classrooms rental	Needed for creation of educational meeting space.
LCD projector rental	For use in speaker presentations and lessons.
<b>Professional services costs:</b>	
Speaker honorariums	Better speakers more likely to participate with small financial incentive and recognition of their expertise.
Speaker travel	
<b>Supplies:</b>	
Textbooks	Forms the basis of the course.
Photocopies of articles	Provides additional, non traditional readings and lessons.
Stationary	Necessary for students because many have no access to paper.
<b>Travel:</b>	
Field trips	Site visit costs will be kept to a minimum.
<b>Printing and publications:</b>	
Program website	Promotes project; essential for intra-student communication; cost-sharing maximize.
Program newsletter	Publicizes project and draws community interest.
<b>Other:</b>	
Completion certificates	Formalizes student completion of course.

## VII. AWARDED FUNDS

Awarded funds will be disbursed through your local AMIDEAST office.



**Complete and fax to: U.S. country code + 202 776-7063**

(or complete, scan, and email to [mmendoza@amideast.org](mailto:mmendoza@amideast.org)) by the May 18, 2007 deadline.

#### **VIII. CERTIFICATION**

I understand that I must contact AMIDEAST immediately if there are amendments to this information subsequent to submission. I understand that MEPI must approve all changes to this application once it is submitted. If selected, I will comply with the program rules and reporting procedures contained in this application packet. I understand that failure to do so may disqualify me from participating in U.S. Government-sponsored grant and scholarship programs in the future.

**My signature indicates that all of the information contained in my application is honestly presented and that I agree with the above statements.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Host university: \_\_\_\_\_ Year: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Current country of residence: \_\_\_\_\_